

Keyboarding Certificate of Mastery



Student Name



has demonstrated

KEYBOARDING TECHNIQUE

at

___ Mastery Level

___ Partial Mastery Level

___ Near Mastery Level

___ Minimal Mastery Level

and typed an average speed of
___ **words per minute** on at least 3 **two-minute timed writings**
with **no more than 5 errors**
in the Career Intro Course at

School Name

Business CTE Intro Teacher

Date



Keyboarding in CTE Intro

Being able to type quickly, without looking, and make very few errors is extremely important in the world today! Prove this by researching different careers and finding out how much keyboarding is involved in each. List them in the appropriate column below: **AVERAGE** = less than 4 hours per work day **HIGH** = more than 4 hours per work day.

List 10 careers which use a HIGH amount of keyboarding.	List 10 careers which use an AVERAGE amount of keyboarding.	List 5 careers which DO NOT USE keyboarding.
1.	1.	1.
2.	2.	
3.	3.	2.
4.	4.	
5.	5.	3.
6.	6.	
7.	7.	4.
8.	8.	
9.	9.	5.
10.	10.	

My Best Timed Writings in CTE Intro



30 Second Timings (Speed Only)

_____ wpm
 _____ wpm
 _____ wpm

1 Minute Timings (Speed and Accuracy)

_____ wpm _____ errors
 _____ wpm _____ errors
 _____ wpm _____ errors

2 Minute Timings (Speed and Accuracy)

_____ wpm _____ errors
 _____ wpm _____ errors
 _____ wpm _____ errors



My final **Keyboarding Technique Evaluation Level:** ☐ Mastery ☐ Near Mastery ☐ Partial Mastery ☐ Minimal Mastery.

My next **Keyboarding Class:** ☐ Keyboarding I or ☐ Keyboarding Applications.